

BROADVIEW HOUSING CO-OPERATIVE INC.

APPLICATION INFORMATION

The Essentials: *Please read this section carefully before completing your application form. It contains important information about the membership application process.*

- Applications are given priority based on the date the **complete** application form is received by the Co-op
- Incomplete application forms will delay the official date of receipt for purposes of priority ranking.
- **This is an application for MARKET RENT ONLY. It is not an application for a subsidy. If you want to apply for subsidy / rent-g geared-to-income (RGI), you must contact Housing Connections at 416-981-6111. Housing Connections is responsible for the centralized waiting list in the City of Toronto.**

A completed application form for MARKET RENT ONLY must be forwarded to:

Broadview Housing Co-operative Inc.
Office - 1050 Broadview Avenue
Toronto, Ontario M4K 2S3

The Application Process: *The following are the steps in the membership application process:*

1. Complete the membership application in full, **INCLUDE PROOF OF INCOME AND ASSETS DOCUMENTATION FOR ALL APPLICABLE MEMBERS OF YOUR HOUSEHOLD**, and forward it to the Co-op address listed above or drop it off at the Co-op in the mailbox outside the office.
2. If your application is complete, it will be dated on receipt by the Co-op staff.
3. Interview priority will be determined by the date your application is officially received and *by the needs of the Co-op to fill certain types of units.*
4. A staff person will contact you to arrange an interview. This may take a few months or years. Interviews are usually conducted by 2 to 3 people. **All applicants/household members 16 years of age or older must attend the interview.** Children are also welcome.
5. Following the interview, the interviewers will make their recommendation to the Membership Committee and/or Board of Directors about acceptance or rejection of the applicant(s).
6. All applications/recommendations are submitted to the Board of Directors for approval or rejection.
7. Following the Board's decision, all applicants are notified and each approved application is placed on the waiting list for the appropriate type of unit.
8. When an approved application reaches the top of the waiting list AND a suitable unit becomes available, it is offered to the applicant(s). A suitable unit is one that houses you and/or your family according to Co-op policy.

Refusal of Unit: If an applicant refuses three (3) suitable units, the application is moved to the bottom of the waiting list.

Please Keep in Touch: It is very important that you remember to keep us informed of any changes in your address and telephone number(s). Also, if your household size/composition changes, please contact us with the details as these changes may alter your housing needs. **If we are unable to contact you using the information you provide and/or update on your application, your household will be removed from our waiting list and your application will be considered withdrawn.**

WHAT IS INCLUDED IN EACH TYPE OF INCOME?

Income Related to Employment	Income Related to Investments	Income for Support
Salary or wages Bonuses or incentive pay Gratuities or tips Overtime pay (if done regularly) Commissions Employment Insurance Benefits Worker's Compensation (short term and long term) Work incentive programs Training Allowances Net income of a business or other self-employment activity Regular payments from accident, disability, or illness insurance Annuities (life, fixed term, or converted RRSPs)	Interest income from assets and investments (bank, credit union, and trust company accounts; capital gains; term deposits; bond or debentures) Dividend income from stocks or shares Interest portion from any mortgage or loan Value of non-income producing assets such as precious metals, gems, and art; financial holdings Real estate income (such as rental income)	Ontario Works Ontario Disability Support Program Student grants (not student loans) Pensions Support Payments

PROOF OF INCOME CHECKLIST

You must provide the following proof-of-income documents. Please include all documents with this application. Your application will not be deemed complete until the required documents are provided.

IF YOU HAVE A JOB (FULL-TIME OR PART-TIME)

Last three consecutive pay stubs (must include employer's name and address and dates of pay periods covered). Letters from your employer are acceptable as long as they include employer's name and address and gross pay and the dates of pay periods covered.

IF YOU RECEIVE EMPLOYMENT INSURANCE

Last three benefit statements showing your gross weekly payment.

IF YOU RECEIVE SOCIAL ASSISTANCE

Proof from the social service agency such as copies of three consecutive benefits statements or the Social Assistance Verification Form (available from your social worker). Also provide a copy of the drug card.

IF YOU RECEIVE CHILD SUPPORT PAYMENTS

Copies of legal documents (court order, legal domestic contract, etc.) or a letter from your lawyer or a signed affidavit stating how much you receive and how often you receive it.

IF YOU ARE SELF-EMPLOYED

An audited financial statement for the most recent fiscal year including amount of withdrawals for personal salary, and retained earnings or net income of the business, or a certified income tax return which shows this information.

IF YOU HAVE ASSETS

Copies of passbooks and other documents if you have more than \$1000 in the bank or have other investments.

IF YOU RECEIVE PENSION OR ANNUITY INCOME

Last three (3) consecutive cheque stubs, which show gross amount of your income and how often you receive it.

Date received:

Date of Orientation:

BROADVIEW HOUSING CO-OPERATIVE INC. MEMBERSHIP AND HOUSING APPLICATION

Please print clearly. If you need more room, add another sheet.

1. WHO IS APPLYING?

ADULT #1

Name:				Mailing Address:			
Female <input type="checkbox"/> Male <input type="checkbox"/>				Postal Code:			
Date of Birth:	Month:	Day:	Year:	Home Phone:			
Social Insurance Number:				Work Phone:			
E-mail address:				Mobile Phone:			

ADULT #2

Name:				Mailing Address if different from above:			
Female <input type="checkbox"/> Male <input type="checkbox"/>				Postal Code:			
Date of Birth:	Month:	Day:	Year:	Home Phone:			
Social Insurance Number:				Work Phone:			

CHILDREN OR OTHER ADULTS

Name:				Name:			
Female <input type="checkbox"/> Male <input type="checkbox"/>				Female <input type="checkbox"/> Male <input type="checkbox"/>			
Relationship to the above adults:				Relationship to the above adults:			
Date of Birth:	Month:	Day:	Year:	Date of Birth:	Month:	Day:	Year:
Social Insurance Number:				Social Insurance Number:			

Name:				Name:			
Female <input type="checkbox"/> Male <input type="checkbox"/>				Female <input type="checkbox"/> Male <input type="checkbox"/>			
Relationship to the above adults:				Relationship to the above adults:			
Date of Birth:	Month:	Day:	Year:	Date of Birth:	Month:	Day:	Year:
Social Insurance Number:				Social Insurance Number:			

2. WHAT TYPE OF UNIT DO YOU NEED?

The Co-op has the following units available. You need at least one person per bedroom to be eligible for a unit size.

CHOOSE ONE TYPE

Housing Charges/Rent (does not include cable, telephone & parking)

	1 - Bedroom apartment	<input type="checkbox"/> \$ 910 per month
	2 - Bedroom apartment	<input type="checkbox"/> \$1,118 per month / Penthouse \$1,382 per month
	3 - Bedroom apartment	<input type="checkbox"/> \$1,226 per month / Penthouse \$1,683 per month

3. PARKING AND PETS?

Do you need an underground parking space? The cost is currently \$35 per month. Yes No

What pets do you have, if any? Pets must be licensed and inoculated. You are required to provide proof if you move in.

4. RESIDENCE

PRESENT HOME

Do you: Own Rent How much is your rent each month?

If you own your home, is it up for sale now or will it be in the near future? Yes No

If you pay extra for utilities, what utilities do you pay and how much do they cost each month?

How much notice is required to move out of your present home?

Can we contact your landlord for a reference? Yes No

If you do not want us to contact your landlord, write a letter explaining the reason and include it with this application.

Current Landlords Name, Address and Phone Number:

Is this a co-op or non-profit? Yes No

PAST HOME

If you have lived in your present home for less than two years, give the following information:

Past Landlords Name, Address and Phone Number:

Is this a co-op or non-profit? Yes No

How much rent did you pay each month?

5. TOTAL HOUSEHOLD INCOME

THIS INFORMATION IS CONFIDENTIAL. List income of all types. Give the before-tax (gross) income per month. See Income Chart provided on page 2 of this application for more information.

EMPLOYMENT INCOME

Applicants Name	Employers Name	Gross amount monthly
	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	\$
	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	\$
	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	\$

EMPLOYMENT INSURANCE (EI) INCOME

Applicants Name	When did E.I. start?	When will E.I. end?	Gross amount monthly
			\$
			\$

BENEFIT INCOME (OW or ODSP)

Applicants Name	Type of Income	# of Beneficiaries	Gross amount monthly
	Ontario Works Scale #1 <input type="checkbox"/> Ontario Works Scale #2 <input type="checkbox"/> Ontario Disability Support Plan <input type="checkbox"/>		\$
	Ontario Works Scale #1 <input type="checkbox"/> Ontario Works Scale #2 <input type="checkbox"/> Ontario Disability Support Plan <input type="checkbox"/>		\$

OTHER INCOME

Applicants Name	Type of Income	Gross amount monthly
		\$
		\$

6. CREDIT/LANDLORD CHECK PERMISSION

- The Co-op will check the credit of the adults in your household.
- Your signature(s) at the end of this form and on the consent form gives permission for the Co-op to do a credit and landlord check.
- The Co-op may ask you questions about the credit and landlord check. If you want, you can send a letter with this application explaining past credit problems that may appear on the credit and landlord check.
- The Co-op will not process this application if you do not give permission on this application and the consent form for the Co-op to do a check.

7. RGI / SUBSIDY

Housing Connections is responsible for accepting applications for subsidised housing. The Co-op does not accept applications for rent-geared-to-income assistance. Please call (416) 981-6111 or www.housingconnections.ca if you require further information.

8. GENERAL INFORMATION

How did you hear about the Co-op?

- From a friend or relative From the Co-operative Housing Federation
 From the Broadview Co-op website (www.broadviewcoop.ca) Other (Specify):

Why do you and your family want to move into a Co-op?

9. SIGNATURES

We understand that only Members of the **Broadview Housing Co-operative Inc.** may live in the Co-op and we apply for membership in the Co-op.

We understand that the **Broadview Housing Co-operative Inc.** provides housing at cost to its members and that the Co-op relies on the participation of its members.

We understand we must be interviewed and accepted for membership in the Co-op. Applying does not guarantee acceptance.

We declare that all the information in this application is correct. We authorize the Co-op to verify any or all of this information, and to do a credit and landlord check.

We consent to the use and disclosure of personal information.

Signature	Signature
Signature	Signature
Signature	Signature

Date: _____

BROADVIEW HOUSING CO-OPERATIVE INC.
MEMBERSHIP AND HOUSING APPLICATION CONSENT

Please print clearly. If you need more room, add another sheet.

The word **information** means credit information, personal information, information about the services you use that are provided by **Broadview Housing Co-operative Inc. as listed in this membership and housing application** and information relating to your membership at **Broadview Housing Co-op in this membership and housing application** including information regarding the duration of your occupancy, monthly charges (rent), emergency contacts and any matters relating to your membership/occupancy agreement, including misrepresentations relating to, defaults under and/or breaches of your membership/occupancy agreement.

Credit information means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant's/ spouse's/same-sex partner's name and age, number of dependants, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated income, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

Personal information means information about you other than credit information that is relevant to your suitability as a member, including your social insurance number (optional), driver's license number, vehicle license plate number, vehicle make and year, and information from references which you provide about your character, reputation, physical or personal characteristics or mode of living or about any other matter concerning you that is relevant to your suitability as a member.

Collection, Use and Disclosure of Information:

In consideration for **Broadview Housing Co-op** accepting you as a member and entering a membership/occupancy agreement with you, you expressly consent to and authorize the following:

1. **Broadview Housing Co-op** may obtain information about you through a tenant check and/or credit or consumer report conducted by **Rent Check Credit Bureau** and as permitted or required by law. You expressly authorize **Rent Check Credit Bureau** to provide information regarding you to **Broadview Housing Co-op**.
2. **Broadview Housing Co-op** may use information about you to determine your suitability as a member and as permitted or required by law.
3. **Broadview Housing Co-op** may disclose information about you as permitted or required by law and to **Rent Check Credit Bureau** in order to be included within a database of tenant information, and/or within a file on you, for purposes of:
 - Tenant reporting and credit reporting in accordance with the *Consumer Reporting Act* (Ontario);
 - Establishing a credit history and a rental history;
 - Comparing with aggregate statistical data for purposes of tenancy and credit scoring; and
 - Supporting the credit approval process.
4. You expressly authorize **Rent Check Credit Bureau** to retain information regarding you indefinitely for the purposes outlined in section 3 above, subject to any applicable legal restrictions.

5. You expressly authorize **Rent Check Credit Bureau** to disclose information regarding you to its members and subscribers as required or permitted by law and for the purposes outlined in section 3 above.
6. You agree that you will not withdraw your authorization and consent to the collection, use and disclosure of information about you by **Rent Check Credit Bureau** as outlined in sections 1 to 5 above.
7. You agree that all statements on this Membership and Housing application are true and you expressly authorize all references given to release information about you to **Broadview Housing Co-op** for verification subject to sections 1 to 5.

All applicants 16 years of age and older, please provide your consent by checking the following box and signing in the appropriate space below:

Yes, I have read and agree to the collection, use and disclosure of information as outlined above.

Yes, I have read and agree to the collection, use and disclosure of information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

Applicant's Signature

Co-Applicant's Signature

Print Name

Print Name

Yes, I have read and agree to the collection, use and disclosure of information as outlined above.

Yes, I have read and agree to the collection, use and disclosure information as outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

I have read, understood and voluntarily agree to the terms and conditions outlined above.

Co-Applicant's Signature

Co-Applicant's Signature

Print Name

Print Name

Date: _____